

POLYGRAPH EXAMINER

DISTINGUISHING FEATURES

The fundamental reason the Polygraph Examiner position exists is to administer criminal, professional standards and pre-employment polygraph examinations for the police or other departments for the Police Department. This position does not supervise. The Polygraph Examiner position reports to a Police Lieutenant.

ESSENTIAL FUNCTIONS

Conducts face-to-face interviews with diverse cross-section of society. Must have experience in dealing with varied levels of learning and have the ability to listen and communicate effectively. Sits for extended periods of time. Performs examinations in a small, cramped space.

Coordinates visual and manual dexterity in placing of polygraph physiological attachments and in the operation of electronically-enhanced polygraph instruments.

Visually interprets and evaluates polygrams (polygraph charts).

Conducts post-test, face-to-face interrogations.

Produces written reports to clients, based on examination results; utilizing clearly organized thought, proper sentence construction, grammar and punctuation on a computer requiring visual and muscular dexterity.

Maintains a complete log and file of all persons examined.

Verbally testifies in court and administrative hearings.

Employs visual and muscular dexterity to maintain and perform preventative maintenance, troubleshooting repairs and calibrations of electronically- enhanced polygraph instruments and attachments.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Polygraph techniques.

Polygraph chart analysis and interpretation.

Interviewing and interrogation techniques.

Police investigative techniques.

Psychophysiological aspects of polygraphy.

Legal limitations, mechanical and other technical aspects of polygraphy and applicable court cases.

Human physiology, anatomy and psychology and the effects and responses of these disciplines generated under polygraph conditions; interactions, side effects and indications of prescribed and non-prescribed drugs or illegal narcotics, alcohol, fatigue and psychological states on the human body

Ability to:

Provide superior customer service for both internal and external clients, realizing that without quality, quantity is irrelevant.
Conduct constant research and application of the latest technology and techniques to advance on the basis of excellent performance.
Communicate in English by phone or in person in a one-to-one or group setting.
Comprehend and make inferences from material written in the English language.
Review and check the work products of others to ensure conformance to standards.
Exercise judgment through all phases of the polygraph examination and analysis.
Work cooperatively with other City employees and employees of other law enforcement agencies.
Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Remain in a sitting position for extended periods of time.
Work safely without presenting a direct threat to incumbents or others.
Distinguish full range of color spectrum.
Operate polygraph equipment, standard office equipment and computer terminal requiring visual and muscular dexterity.
Lift up to fifty (50) pounds of polygraph equipment.
Perform examinations in a small, cramped space.
Listen and communicate effectively with the public and co-workers.
Comprehend and make inferences based on written materials, formulate polygraph examination interrogatories from police case files and interviews with investigators and witnesses.
Comprehend follow personnel management practices.

Education & Experience

The examiner is regulated by the Arizona Revised Statutes (32-2703). Must be a graduate of a polygraph school that is accredited by the American Polygraph Association (A.P.A.). Must have passed an oral and written examination from the Department of Public Safety and be placed under a surety bond.

Requires a minimum of three years as a police examiner or five years as a commercial examiner.

A valid Arizona Driver's License with no major driving citations in the last 39 months is required for all driving positions.

FLSA Status: Non - Exempt

HR Ordinance Status: Classified